

An Introduction to Google Classroom



<https://classroom.google.com>

Classroom Benefits for Teachers:

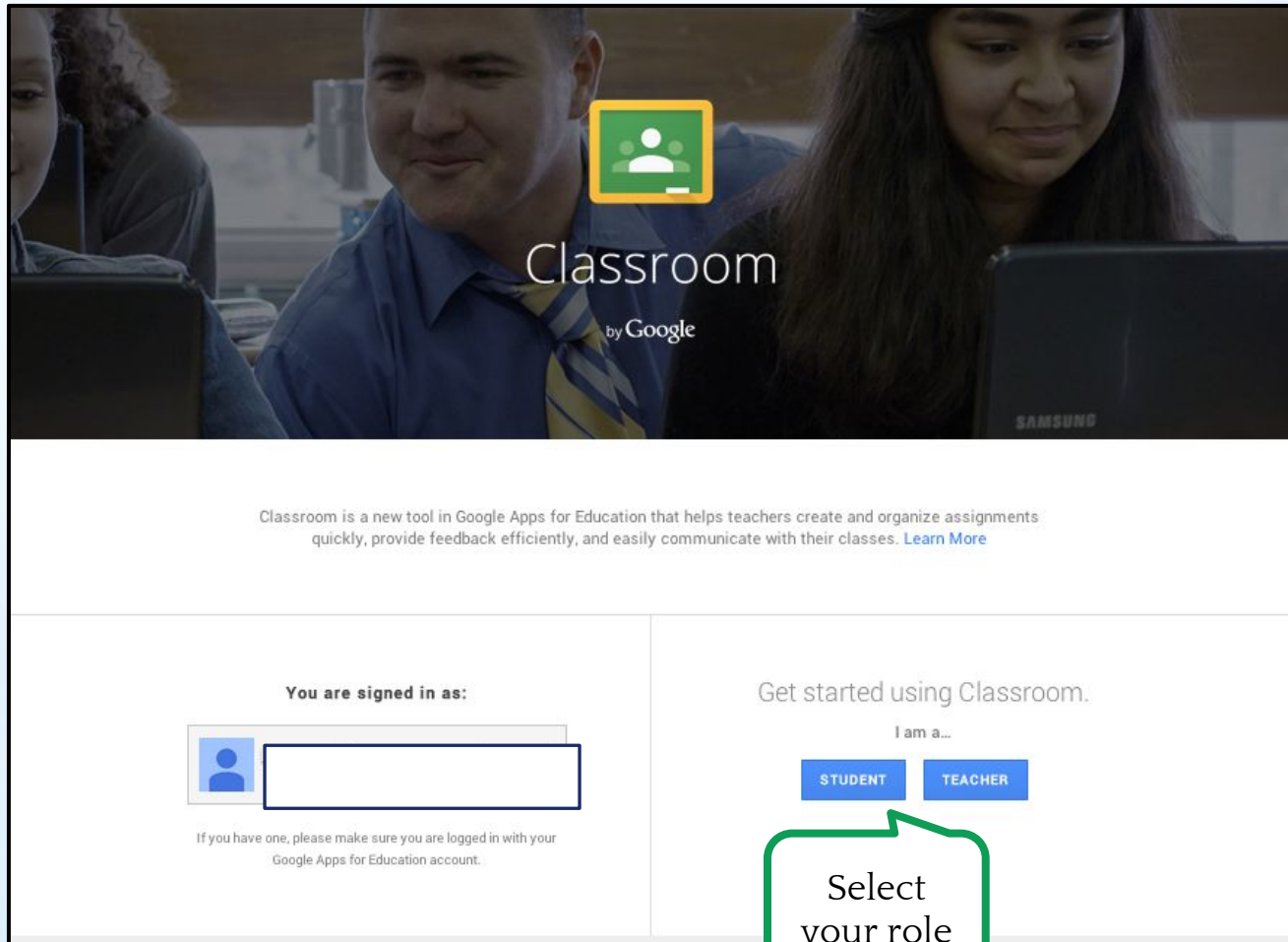
- automatically creates Drive folders for each assignment
- create and collect assignments paperlessly
- create assignments and share a single document or automatically make a copy for each student.
- see who has or hasn't completed the work
- provide direct, real-time feedback
- Students can easily see what's due, so they can stay on top of their work
- make announcements and start classroom discussions
- create, review, and grade assignments quickly, all in one place

Classroom Helps Students:

- stay organized with one Drive folder for each class/teacher
- notifies students on class stream when work is assigned and due
- class materials are automatically filed into folders in Google Drive
- communicate and assist classmates through class discussions
- share resources

Initial Screen


www.classroom.google.com



The screenshot shows the initial screen of the Classroom application. At the top, there is a banner image of students in a classroom. Overlaid on this image is the Classroom logo, which consists of a green square with a white person icon, and the text "Classroom by Google". Below the banner, there is a white background with the following content:

Classroom is a new tool in Google Apps for Education that helps teachers create and organize assignments quickly, provide feedback efficiently, and easily communicate with their classes. [Learn More](#)

You are signed in as:



If you have one, please make sure you are logged in with your Google Apps for Education account.

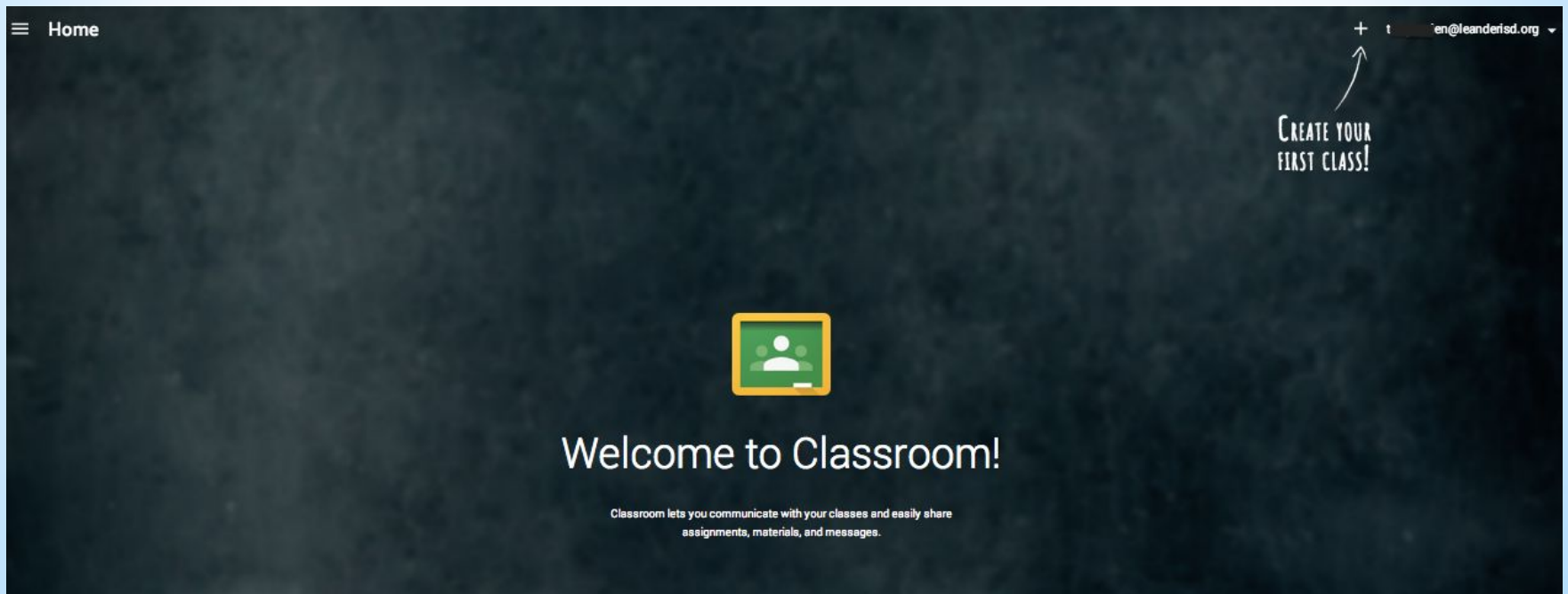
Get started using Classroom.

I am a...

Select your role

Create Your First Class

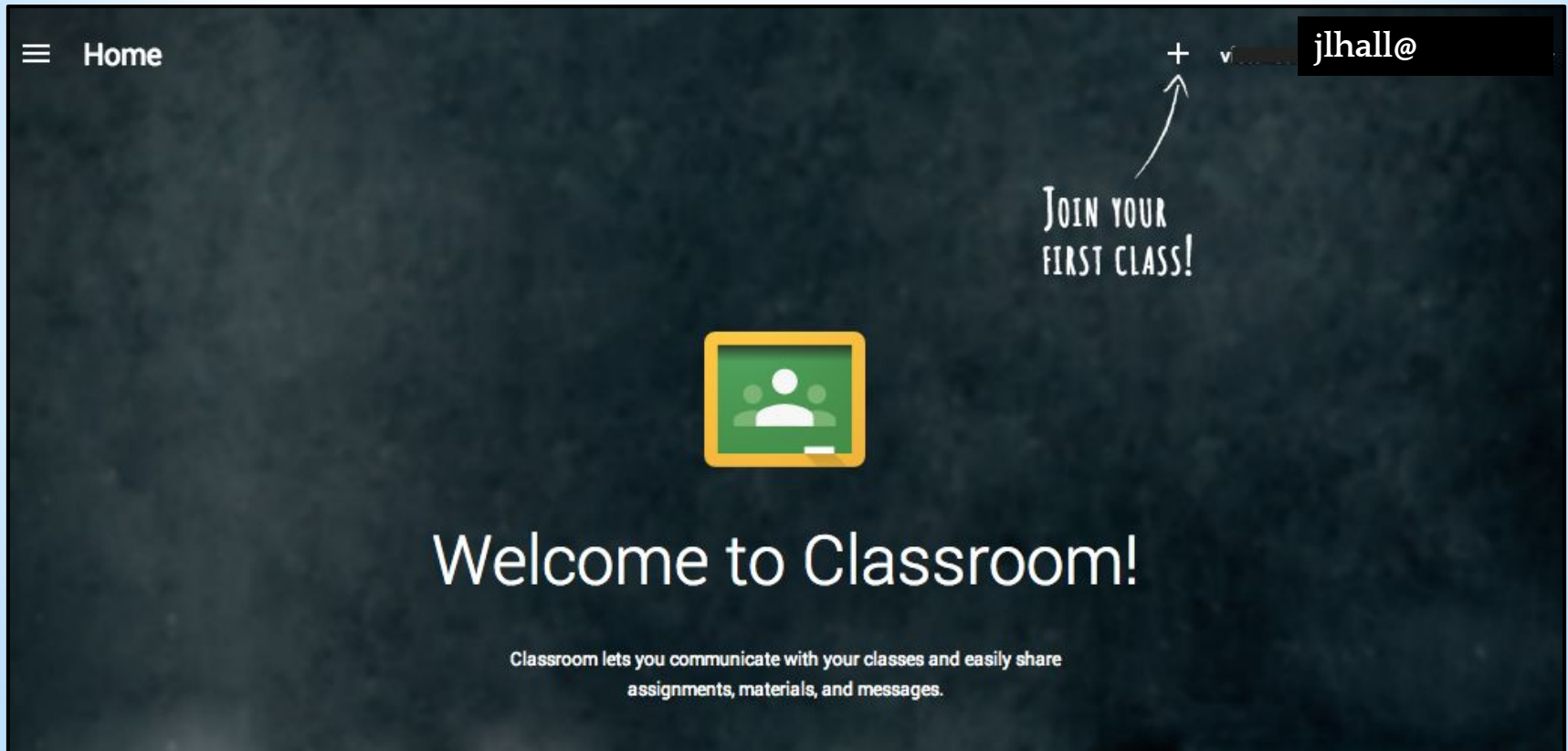
Teachers have the ability to create a class or join a class as a student.



Teacher View

Join Your First Class

Students only have the ability to join classes.



Student View

Classroom Home

The classroom home displays all classes created.

The screenshot shows the Classroom Home interface. At the top, there is a header with a hamburger menu icon (annotated with a red arrow), the email address `jllhall@atlantapublicschool.net`, and the class name "Training Class" with "Period 2" below it. Below the header is a sidebar with a "Home" button (annotated with a red arrow), two class entries: "Training Class Period 1" and "Demo Class Period 1", and a "Settings" button. The main content area shows a "Home" header with a hamburger menu icon. Below it are two class cards. The first card is for "Demo Class Period 1" with "1 student" (annotated with a callout: "# of students enrolled") and a "Drive folder" icon (annotated with a callout: "Access class Drive folder"). The second card is for "Training Class Period 2" with "3 students" (annotated with a callout: "Class name") and a vertical ellipsis menu icon (annotated with a callout: "Rename class"). This menu is expanded to show "Rename" and "Delete" options (annotated with a callout: "Permanently remove class").

Teacher View

Class About Page

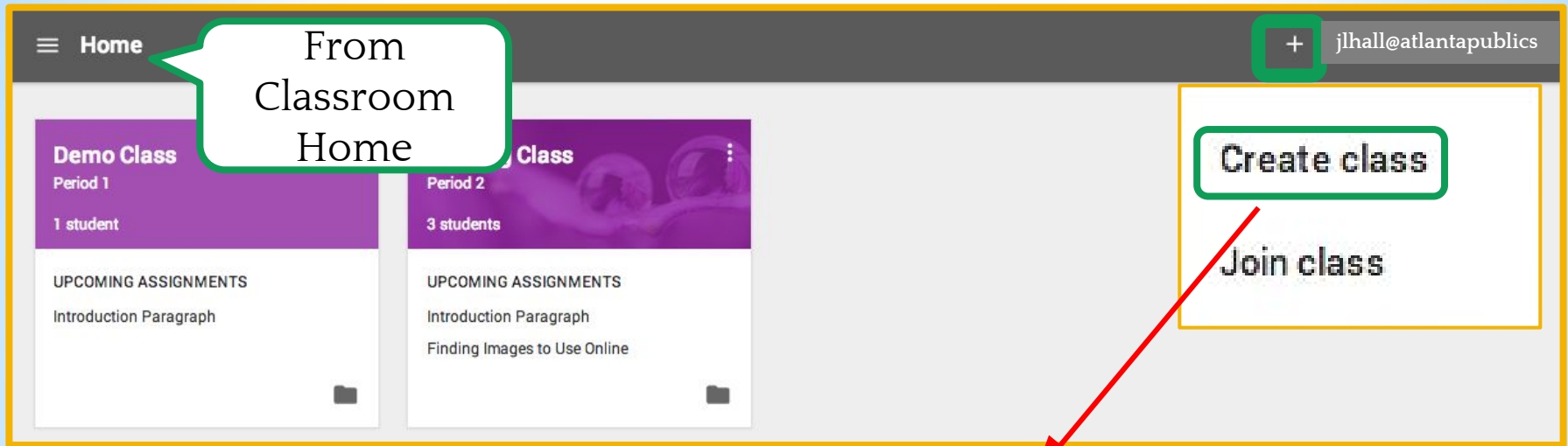
The About page allows you to share information about the class, as well as materials that all students need, such as syllabus or schedule.

Teacher View

The screenshot shows the 'About' page interface with the following callouts:

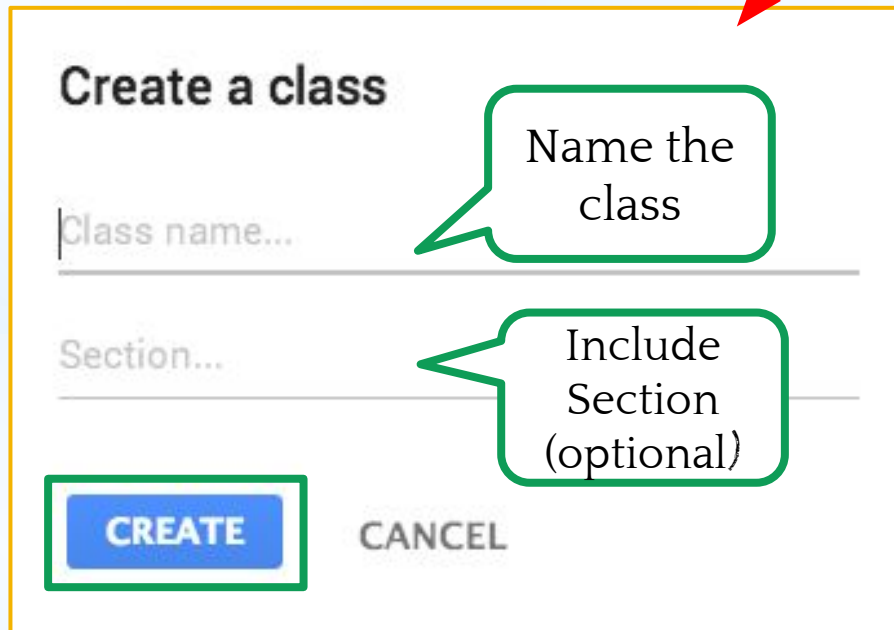
- STREAM STUDENTS ABOUT** (Navigation tabs)
- Title of class** (Callout for the 'Title (optional)' field)
- Class description** (Callout for the 'Class description (optional)' field)
- Location of class** (Callout for the 'Room' field)
- Teacher's email** (Callout for the 'Teacher email' field, showing 'kelly.fitzgerald@leanderisd.org')
- Class Google Drive Folder** (Callout for the 'Google Drive folder' field, showing 'Training Class')
- SAVE** (Callout for the 'SAVE' button)
- Cancel** (Callout for the 'CANCEL' button)
- Add class materials** (Callout for the 'Add materials...' button)
- Title of material** (Callout for the 'Title' field in the material editor)
- Attach document, Drive file, YouTube video, hyperlink** (Callout for the attachment icons)
- POST** (Callout for the 'POST' button)
- Cancel** (Callout for the 'CANCEL' button in the material editor)

Create a New Class



The screenshot shows the Classroom Home interface. At the top left is a 'Home' button with a hamburger menu icon. At the top right is a user profile for 'jlhall@atlantapublics' with a plus sign icon. Below the header, there are two class cards: 'Demo Class' (Period 1, 1 student) and another 'Class' (Period 2, 3 students). Each card lists 'UPCOMING ASSIGNMENTS' such as 'Introduction Paragraph' and 'Finding Images to Use Online'. A callout bubble points to the 'Home' button with the text 'From Classroom Home'. On the right side, a box contains a 'Create class' button and a 'Join class' button. A red arrow points from the 'Create class' button to the 'Create a class' dialog box below.

Teacher View



The 'Create a class' dialog box contains the following elements:

- Create a class** (Title)
- (Text input field with a callout bubble: 'Name the class')
- (Text input field with a callout bubble: 'Include Section (optional)')
- (Blue button)
- (Grey button)

Class Homepage

The screenshot shows a teacher's view of a class homepage. At the top right, the email address `jllhall@atlantapublicschool.net` is displayed. The main header area features the class name "Training Class" and "Period 2". A navigation bar includes "STREAM", "STUDENTS", and "ABOUT" tabs. Below this, there are sections for "UPCOMING ASSIGNMENTS" (currently empty), a "Share with your class..." area with "Announcement" and "Assignment" options, and a "CLASS CODE" section. An assignment titled "Problem Solving" is shown with a due date of "DUE JUL 7" and a progress indicator showing 0 "DONE" and 3 "NOT DONE".

Switch Classes & Settings

Name of Class

Training Class

Class Section

Hover & Select to 'Change class theme'

Change class theme

Shows upcoming assignments 7 days in advance

Class Homepage

STREAM STUDENTS ABOUT

Information About the Class

Add Students

Create Announcement or Assignment

Class Stream

UPCOMING ASSIGNMENTS
No upcoming assignments.

Share with your class...

Announcement Assignment

CLASS CODE

Students can join the class with this code:

Students can join with Class Code

ASSIGNMENT Jul 4

Problem Solving

Use the following problems. Use the gMath add-on to show your work.

0 DONE

3 NOT DONE

DUE JUL 7

Teacher View

Class Homepage

The screenshot shows a class homepage for "Training Class" by Jen Hall, Period 2. The interface includes a navigation menu, a class name, a teacher profile, a class stream, and assignment cards. Callouts provide detailed explanations for each element.

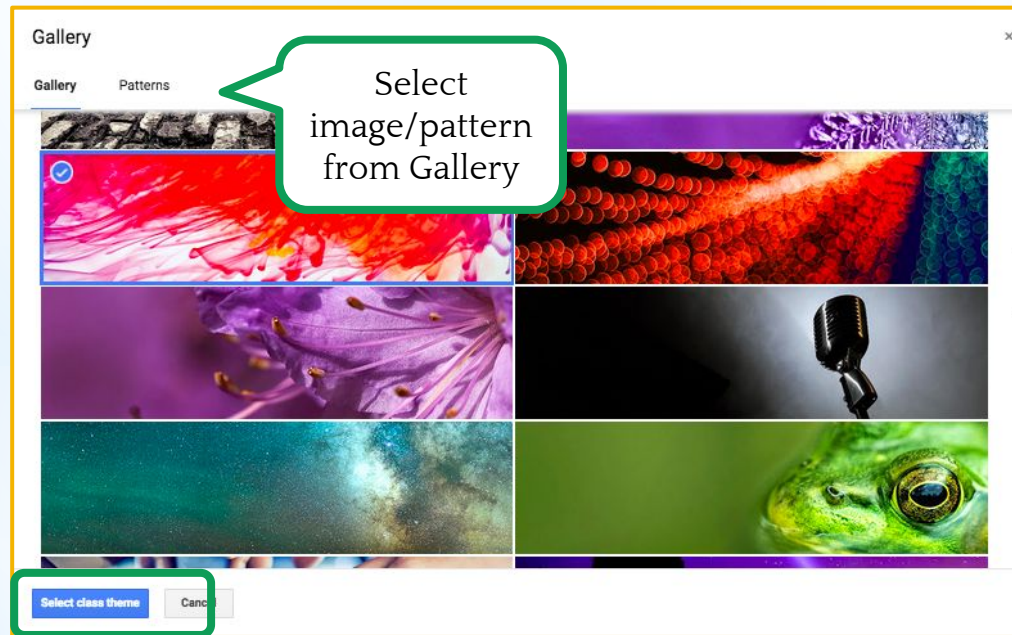
- Switch Classes:** A hamburger menu icon in the top left corner.
- Name of Class:** The text "Training Class" displayed prominently.
- Email message from teacher:** A callout pointing to an envelope icon next to the teacher's name, stating that both teacher and student must have a district Gmail account to receive messages.
- View students in class:** A callout pointing to the "CLASSMATES" tab in the navigation bar.
- Information About the Class:** A callout pointing to the "ABOUT" tab in the navigation bar.
- Shows upcoming assignments 7 days in advance:** A callout pointing to the "ASSIGNMENTS" section on the left, which currently shows "No upcoming assignments."
- Class Homepage:** A callout pointing to the "STREAM" tab in the navigation bar.
- Post message to class stream:** A callout pointing to the "Share with your class..." text input field.
- Status of Assignment:** A callout pointing to the "LATE" status indicator on the "Problem Solving" assignment card.
- Show if assignment is open or closed:** A callout pointing to the "OPEN" status indicator on the "Problem Solving" assignment card.
- Class Stream:** A callout pointing to the "Add a comment..." text input field below the "Problem Solving" assignment.
- Status of Assignment:** A callout pointing to the "DONE" status indicator on the "Finding Images to Use Online" assignment card.

Student View

Change Theme



Upload an image from your computer



Teacher View

Have Students Sign Up for Class

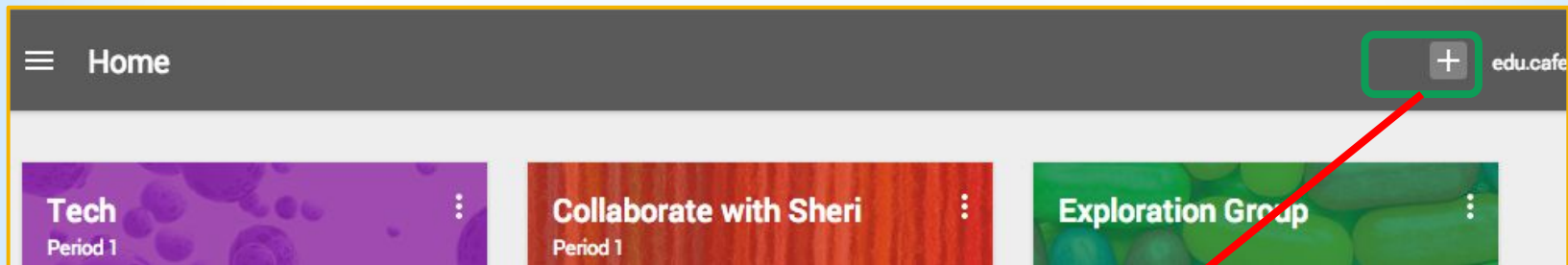
Teachers have the ability to give students a class code to join instead of having to manually adding the students.

The screenshot shows a teacher's dashboard with a purple header containing 'STREAM', 'STUDENTS', and 'ABOUT'. On the left, there is a sidebar with 'UPCOMING ASSIGNMENTS' and 'DUE TOMORROW' sections. The main content area features a 'Share with your class...' input field, a notification bar for 'Announcement' and 'Assignment', and a detailed view of a 'Math Assignment' due on 'SEP 17'. The assignment shows '2 DONE' and '0 NOT DONE'. A 'CLASS CODE' box highlights the code '1d55ogh' with a callout bubble stating 'Give your students your class code'. Below the assignment details is an 'Add a comment...' field.

Teacher View

Joining a Class

Teachers have the ability to give students a class code to join instead of having to manually adding the students.



Students can enter the class code given by the teacher

Enter class code to join.

CANCEL JOIN

Student View

Adding a Co-Teacher

You can add another teacher to your class to make it easy to co-teach.

Teacher View

The screenshot displays a class management interface for a "Demo Class" owned by Jennifer Hall. The interface includes a navigation bar with "STREAM", "STUDENTS", and "ABOUT" tabs, where "ABOUT" is highlighted with a green box. A red arrow points from the "ABOUT" tab to the "INVITE TEACHER" button in the left sidebar. The main content area shows a Google Drive folder named "Demo Class", an "Add materials..." input field, a "Class Website" section with a link to "Ed Tech NutSteeple.com", and a "Collaborative List of Useful Web Resources" section with a link to "Web Resources" on Google Docs.

Add/Invite Individual Students

The image shows a screenshot of a web application interface for a teacher. At the top, there is a purple navigation bar with three tabs: 'STREAM', 'STUDENTS', and 'ABOUT'. The 'STUDENTS' tab is highlighted with a green box. Below the navigation bar, there is a header area with a blue 'INVITE' button (also highlighted with a green box), an 'ACTIONS' dropdown menu, and a 'CLASS CODE' field. The main content area shows a list of students with checkboxes for selection. A modal window titled 'Select students to invite' is open, showing a search bar and a list of contacts. A blue speech bubble callout points to the search bar with the text 'Search students by name'. A blue diagonal label 'Teacher View' is positioned on the right side of the screenshot.

Teacher View

Search students by name

STREAM STUDENTS ABOUT

INVITE ACTIONS Students can post and comment CLASS CODE

Students

Select students to invite

Contacts Groups

My contacts

Select all

<input type="checkbox"/>		[Redacted]	[Redacted]@leanderisd.org
<input type="checkbox"/>		[Redacted]	[Redacted]@leanderisd.org
<input type="checkbox"/>		[Redacted]	[Redacted]@leanderisd.org

Choose Posting & Commenting Rights

The teacher has the ability to decide what rights the students have when it comes to posting and commenting on the class stream.

STREAM **STUDENTS** ABOUT

INVITE ACTIONS

Students can post and comment

CLASS CODE 2

Students can post and comment

Students can only comment

Only teacher can post or comment

Choose rights - this applies to all students in the class

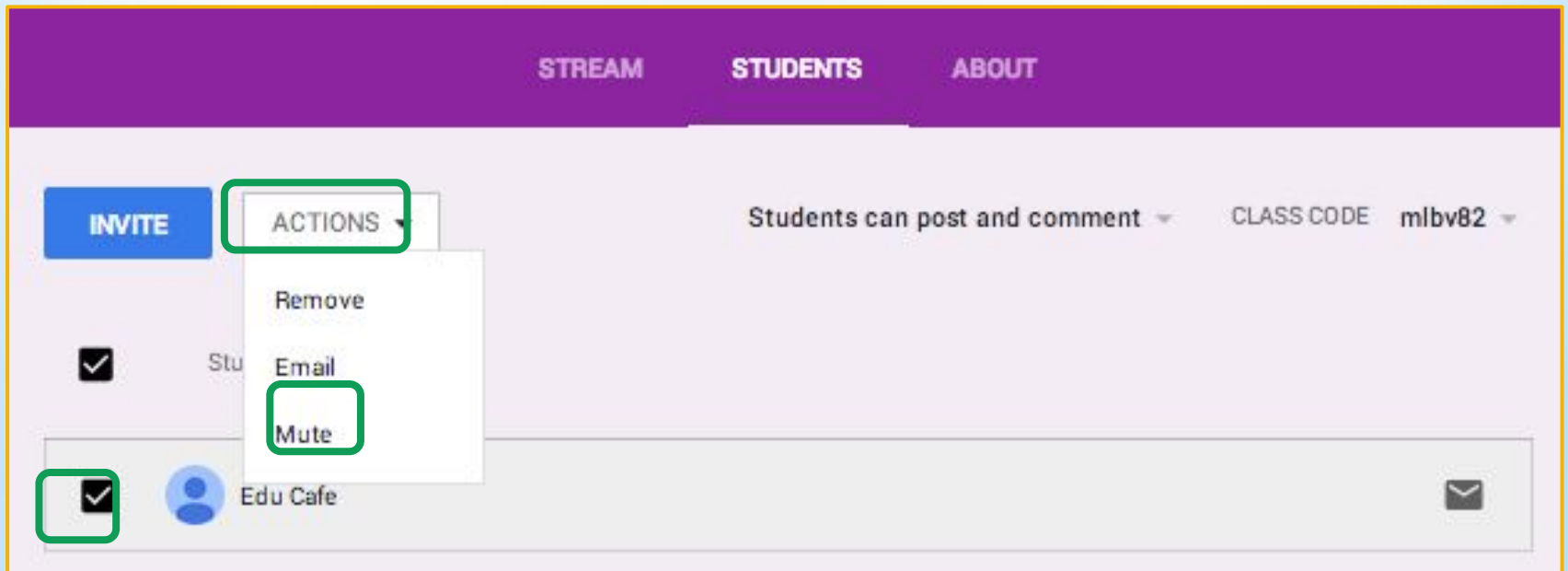
Students

Edu Cafe

Teacher View

Restrict Commenting/Post for Individual Students

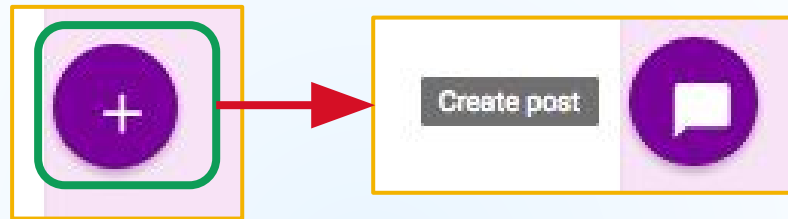
The teacher has the ability to “mute” individual students which will restrict those students from posting and commenting.



Teacher View

Sharing with the Class

When permitted, by the teacher, students have the ability to share ideas, thoughts and resources with students.



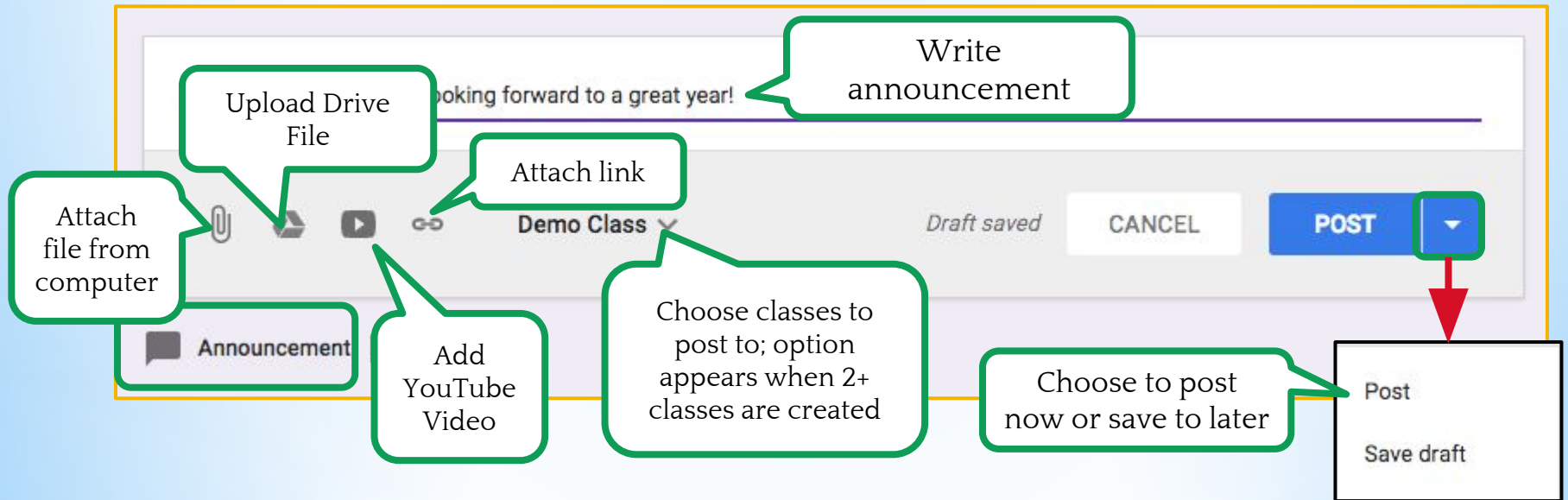
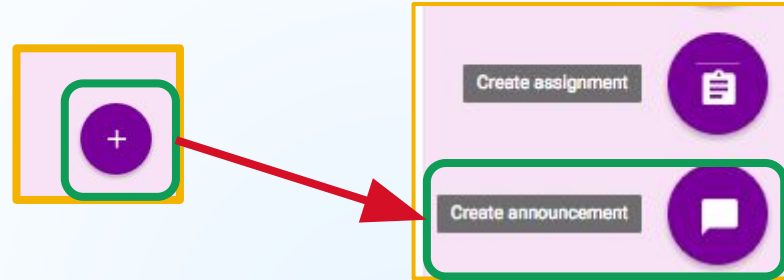
A screenshot of a student view interface for creating a post. The interface includes a text input field at the top, a horizontal separator line, and a bottom bar with several icons and buttons. Callout boxes with green borders point to these elements:

- A callout box labeled "Share ideas, thoughts, ask questions, etc." points to the text input field.
- A callout box labeled "Attach file from computer" points to a paperclip icon.
- A callout box labeled "Upload Drive File" points to a Drive icon.
- A callout box labeled "Add YouTube Video" points to a YouTube icon.
- A callout box labeled "Attach link" points to a link icon.
- A callout box labeled "CANCEL" points to a white button with the text "CANCEL".
- A callout box labeled "POST" points to a blue button with the text "POST".

Student View

Make an Announcement

Announcements are a way for the teacher to pass on important information to the students.



Teacher View

Edit an Announcement

The announcement will be displayed on the class stream.
Once post you have the ability to move to the top, edit or delete.

The image shows a screenshot of a class stream announcement. The announcement text is "ANNOUNCEMENT 11:15 PM" followed by "Welcome to class. I am looking forward to a great year." Below the announcement is a comment section with a blue profile picture and the text "Add a comment..". A red arrow points from a three-dot menu icon in the top right corner of the announcement to a dropdown menu. The dropdown menu contains three options: "Move to top", "Edit", and "Delete".

ANNOUNCEMENT 11:15 PM

Welcome to class. I am looking forward to a great year.

Add a comment..

Add Comment to Post

Show time (same day) or date posted

Move to top

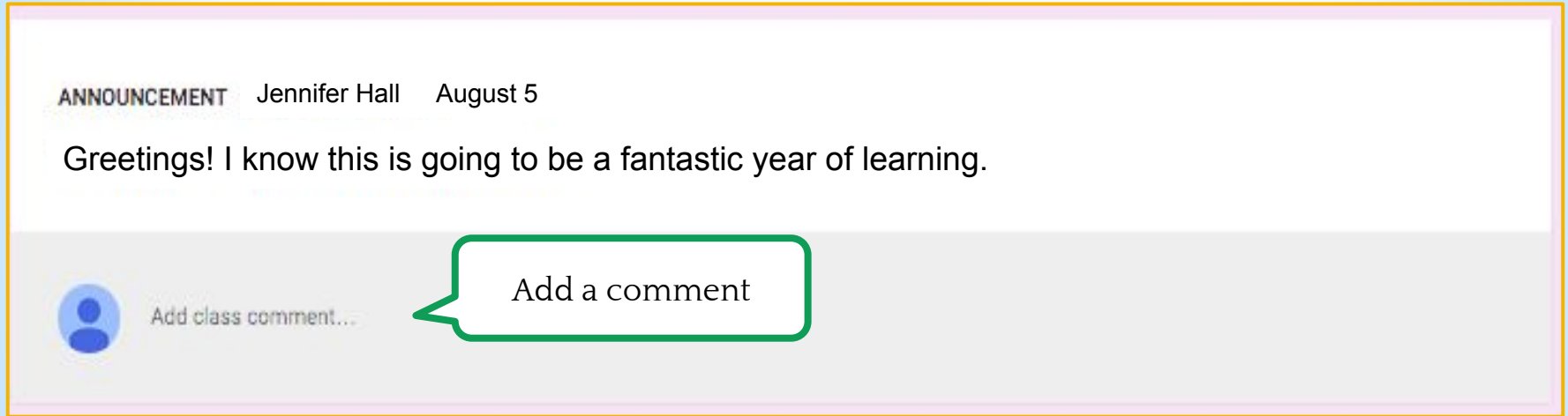
Edit

Delete

Teacher View


Displayed Announcement

Students can comment on an announcement, if [permission has been granted](#).



ANNOUNCEMENT Jennifer Hall August 5

Greetings! I know this is going to be a fantastic year of learning.

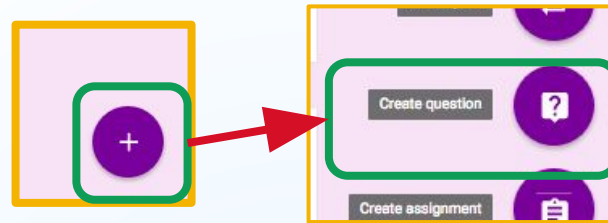
 Add class comment...

Add a comment

The screenshot shows a user interface for an announcement. At the top, it says 'ANNOUNCEMENT Jennifer Hall August 5'. Below that is the text of the announcement: 'Greetings! I know this is going to be a fantastic year of learning.' At the bottom, there is a comment input area with a user profile icon and the text 'Add class comment...'. A green speech bubble callout points to the input field with the text 'Add a comment'.

Student View

Create a Question



The screenshot shows the 'Question' creation interface. At the top, a purple header bar contains a question mark icon and the word 'Question', with a close button (X) on the right. The main form area is white and contains the following elements:

- A text input field with the placeholder text 'What is one important concept from today's lesson?' and a callout bubble labeled 'Write question'.
- A text input field with the placeholder text 'Description of question (optional)'.
- A 'Due' field showing 'Aug 31' with a callout bubble pointing to a date/time selection panel. This panel includes a 'Due date & time' toggle (checked), the date 'Aug 31, 2015', a 'Time (optional)' dropdown, and a 'SAVE' button.
- A bottom toolbar with icons for 'Attach file from computer', 'Upload Drive File', 'Add YouTube Video', and 'Attach link'. A callout bubble labeled 'Choose classes to post to; option appears when 2+ classes are created' points to the 'Demo Class' dropdown menu.
- On the right side, a 'Post' button with a dropdown arrow and a 'Save draft' button.
- A 'Draft saved' notification and a trash icon are visible near the bottom right.
- A large blue 'ASK' button is at the bottom right.

Teacher View

Question Permissions

The teacher can allow students to see other student's posts and/or edit their responses. The pop-up will appear after you select 'Ask'

Let students...

See and reply to each other's answers

Edit their answers

CANCEL **ASK**

Teacher View

Displayed Question

QUESTION Jennifer Hall 1:40 PM

NOT DONE DUE TOMORROW

What is one important concept from today's lesson?

Your answer

Classmates will see your answer

Question
permissions

Type your answer

Add question
response

SUBMIT

Student View

Question Submissions

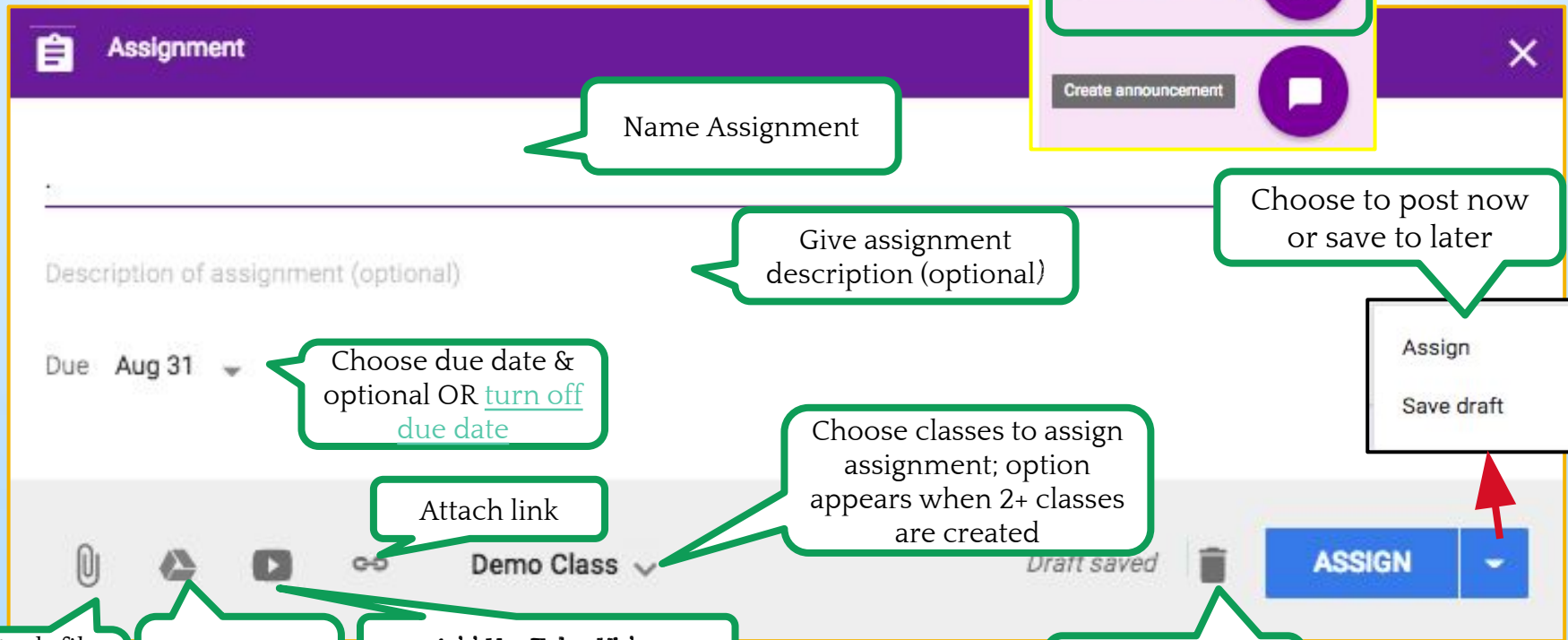
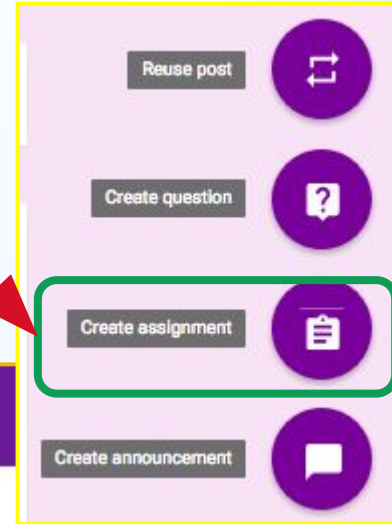
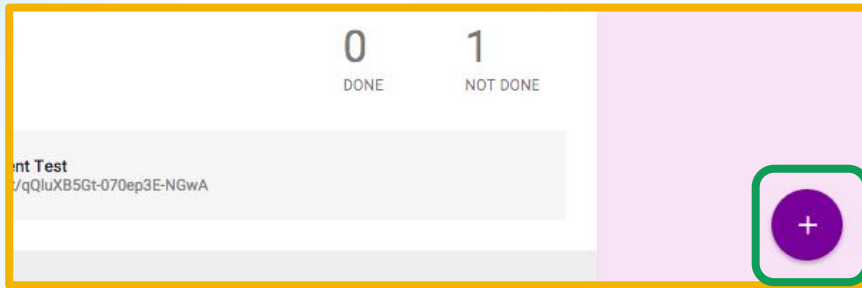
Once a student answers the question it instantly changes him/her to done. There is no action required for the student.

This is a great way for the teacher to see who did and did not complete the question. Access the responses from the question page.

The screenshot displays a teacher's view of a question submission page. At the top, there is a purple header with a back arrow on the left, the word "QUESTION" in the center, and a button labeled "STUDENT ANSWERS" on the right. Below the header, there is a purple bar containing a "RETURN" button, an envelope icon, and the text "100 points" with a dropdown arrow. The main content area is split into two columns. The left column has a light purple background and contains a list of student submissions. The first entry is "Done" with an unchecked checkbox. The second entry is for "Edu Cafe" with a profile icon, an unchecked checkbox, and an "Add grade" link. A green callout bubble points to this entry with the text "View student responses on one page". The right column has a white background and contains the question text "What stuck with you in today's lesson?". Below the question, there are two large numbers: "1" under "DONE" and "0" under "NOT DONE". A dropdown menu is set to "All". Below that, a student submission is shown for "Edu Cafe" at "11:01 AM" with the answer "An integer is a whole number and never a fraction."

Teacher View

Make an Assignment



Attach file from computer

Upload Drive File

Add YouTube Video

Cancel post

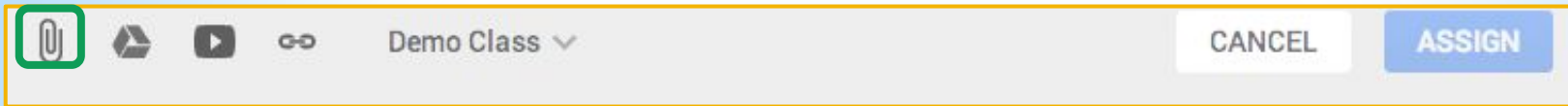
Teacher View

Remove Due Date

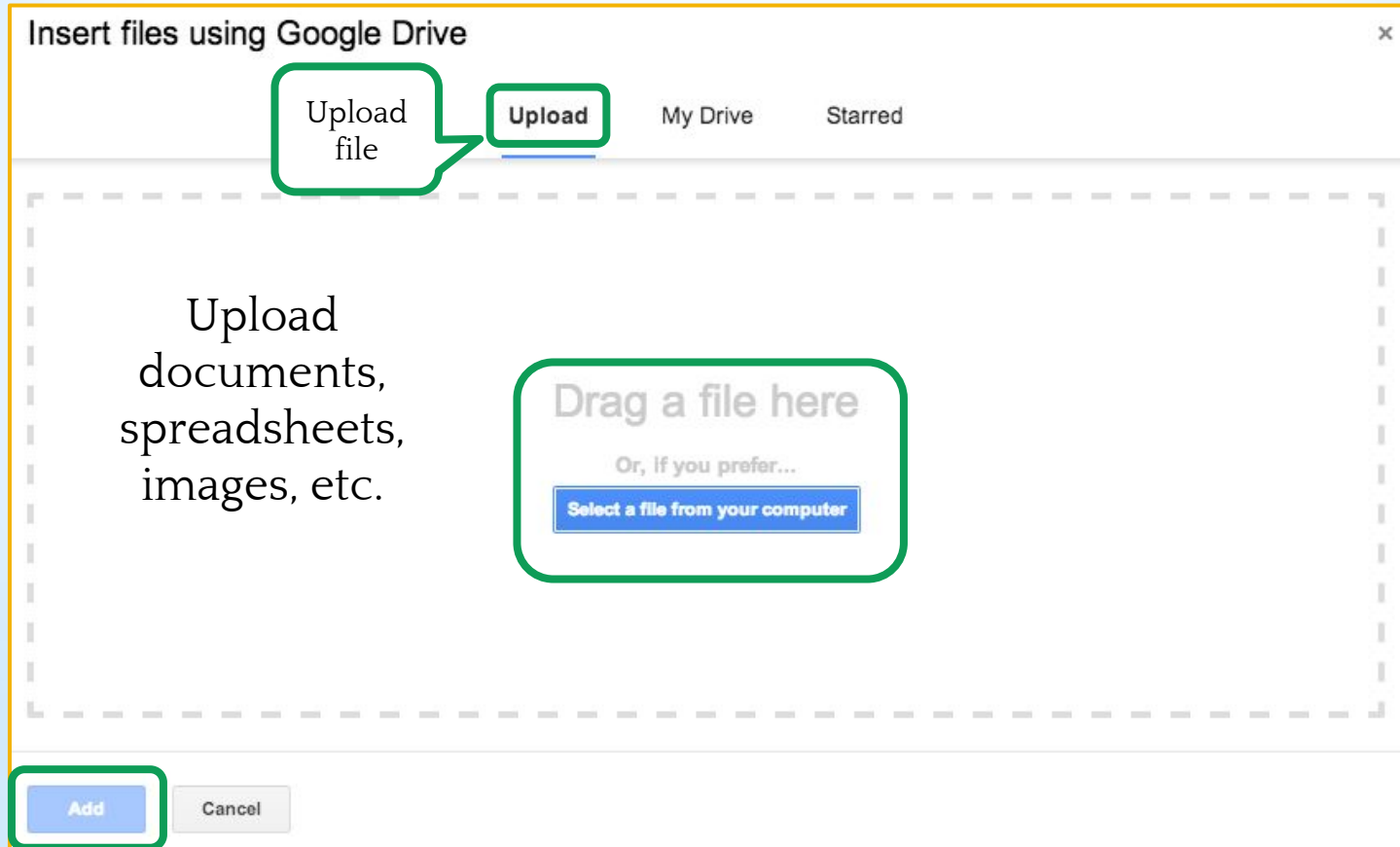
The screenshot shows the 'Assignment' creation interface. At the top, there is a purple header with a clipboard icon and the word 'Assignment', and a close button (X) in the top right corner. Below the header, there is a text input field for the 'Description of assignment (optional)'. The 'Due' section is highlighted with a green box and contains a dropdown menu currently set to 'No due date'. Below this, the 'Due date & time' section is shown with a toggle switch that is currently turned off. A green callout bubble points to the toggle switch with the text 'Switch off to remove due date'. At the bottom of the interface, there is a 'SAVE' button highlighted with a green box, and an 'ASSIGN' button. The background shows a preview of the assignment content, including a link and some text.

Teacher View

Add Attachment to Assignment



A horizontal toolbar with a paperclip icon on the left, followed by icons for a folder, a play button, and a refresh button. The text "Demo Class" with a dropdown arrow is in the center. On the right, there are two buttons: "CANCEL" and "ASSIGN".



Insert files using Google Drive ×

Upload file **Upload** My Drive Starred

Upload documents, spreadsheets, images, etc.

Drag a file here
Or, if you prefer...
Select a file from your computer

Add Cancel

The dialog box features a dashed border for the main content area. The "Upload" button is highlighted with a green box, and a speech bubble points to it with the text "Upload file". The "Add" button at the bottom left is also highlighted with a green box.

Add Drive File to Assignment

The image illustrates the process of adding a Google Drive file to an assignment in a 'Teacher View'. The interface is divided into several sections:

- Assignment Header:** Shows a 'Demo Class' dropdown, a 'CANCEL' button, and an 'ASSIGN' button. A red arrow points to the Drive icon.
- Insert files using Google Drive:** A modal window with tabs for 'Upload', 'My Drive', and 'Starred'.
 - My Drive:** A table of files is shown:

Name	Owner	Last modified
Videos	me	2/21/13
Technology Options	Kelly Fitzgerald	2/21/13
NetStart		
Untitled drawing		
Untitled document		
 - Starred:** A callout 'Select starred Drive file' points to this tab.
 - Bottom:** An 'Add' button is highlighted with a red arrow.
- File Selection:** A 'Google Groups Google Drawing' is selected. A callout 'Show inserted file' points to the preview.
- Permissions:** A dropdown menu is open, showing options: 'Students can view file', 'Students can view file', 'Students can edit file', and 'Make a copy for each student'.
 - A callout 'Remove inserted file' points to the 'X' icon in the dropdown.
 - A callout 'only viewing rights' points to the first 'Students can view file' option.
 - A callout 'each student will get an editable copy of the file' points to the 'Make a copy for each student' option.
 - A callout 'all students will be able to edit same file' points to the second 'Students can view file' option.
- Assignment Footer:** Shows the 'Demo Class' dropdown, 'CANCEL' button, and 'ASSIGN' button.

Teacher View

Add YouTube Video to Assignment

📎 🔄 **▶** 🔗 Demo Class ▾ CANCEL ASSIGN

Insert video

Search
by
name

Video search

URL

Directly add
YouTube
video URL

YouTube



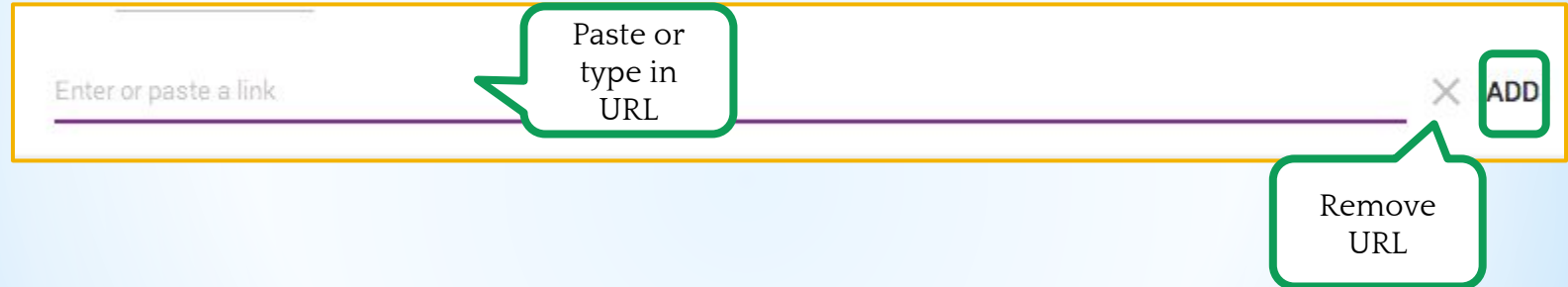
Type your search in the box above to find videos.

Add

Cancel

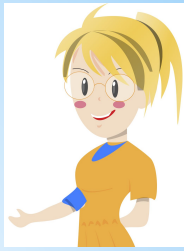
Teacher View

Add URL to Assignment



Teacher View

Displayed Assignment



The assignment will be displayed on the class stream.

The screenshot shows an assignment titled "Finding Images to Use Online" with a due date of July 3. It is divided into two sections: "1 DONE" and "2 NOT DONE". A menu is open for the "2 NOT DONE" section, showing options: "Move to top", "Edit", and "Delete". A callout points to the menu with the text "view the assignments not submitted".

Callouts and their descriptions:

- time or date submitted (points to "Jul 1")
- Title and description (points to the assignment title and text)
- view the assignments submitted (points to the "1 DONE" section)
- view the assignments not submitted (points to the "2 NOT DONE" section)
- Google Drive File; student will find file on Assignments Page (points to the "Finding Images to Use Online Google Docs" link)
- Each student will get a copy (points to the "Each student will get a copy" text)
- How Drive file was shared with students (points to the "Each student will get a copy" text)
- Add a comment about the assignment (points to the "Add a comment..." button)

Teacher View

Displayed Assignment

Students need to click on the name of the assignment to see all resources and attached work. Only the resources will be displayed on the stream page.

The screenshot shows a student's view of an assignment titled "Scuba Diving Around the World" by Kelly Fitzgerald. The page is divided into several sections: a header with the assignment title and a "Due Tomorrow" indicator; a description of the task; a "Turn in Assignment" section with a "PNG" icon and a link to "Oceans - Street View - Google Maps"; a "Your work" section with a "NOT DONE" status and a "TURN IN" button; and a comment section at the bottom. Callouts point to various elements: "assignment resources" points to the Google Maps link; "assignment work" points to the "Turn in Assignment" section; "attach work" points to the "Add" button; "add comment to teacher" points to the "Add private comment" field; "add class comment" points to the "Add class comment" button; and "assignment description" points to the main task description. A red arrow points from the assignment title in the left sidebar to the main assignment title on the page.

ASSIGNMENT Kelly Fitzgerald 2:17 PM
Scuba Diving Around the World

Due Tomorrow
Scuba Diving Around the World
Kelly Fitzgerald 2:17 PM Add class comment

Using this ocean map (<http://goo.gl/wBt6Rr>), swim through the ocean and discover the world around you. Choose two different locations (red circles) from around the world. Complete the attached Venn Diagram comparing and contrasting the two locations. Write a summary of your findings. Turn in the assignment when you are complete. Remember to share at least one integration idea in the comment section for this assignment.

Turn in Assignment.PNG
Image
Oceans - Street View - Google Maps
<http://goo.gl/wBt6Rr>

Your work NOT DONE
Files you add or create can be viewed and edited by your teacher
Venn Diagram Template - Edu Cafe
Google Slides
Add
TURN IN

Add private comment...

Student View

assignment resources

assignment work

attach work

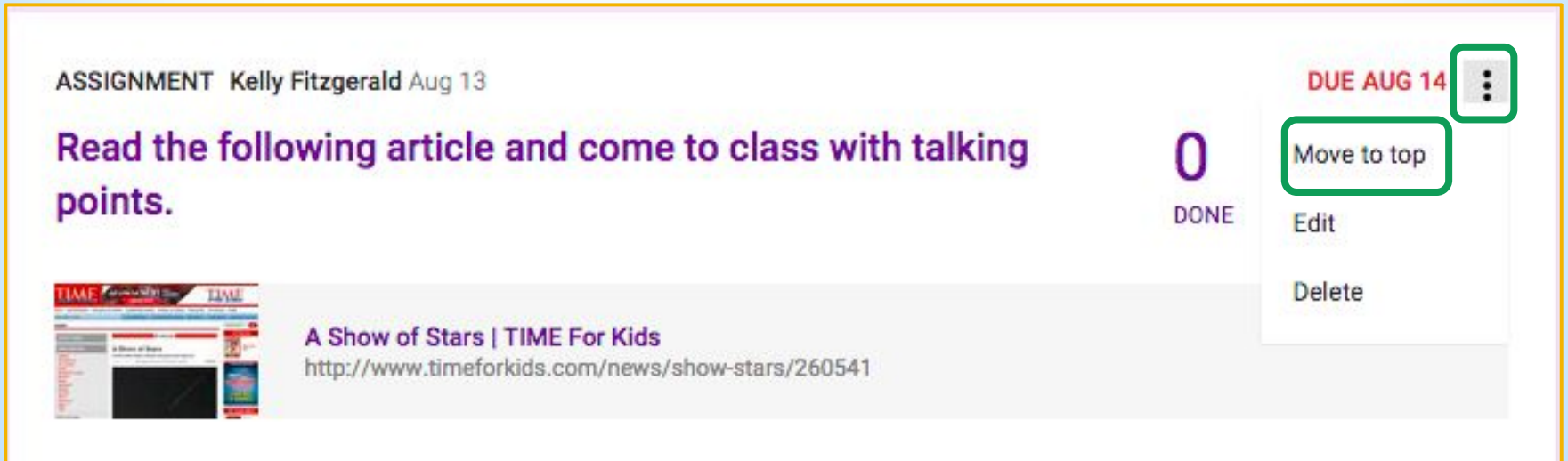
add comment to teacher

add class comment

assignment description

Move Post to the Top of the Stream

You can move posts that you want students to see to the top of the stream. If there are posts you want students to access all the time, use the About Page to display that information.




ASSIGNMENT Kelly Fitzgerald Aug 13

Read the following article and come to class with talking points.

0
DONE

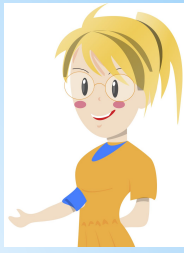
DUE AUG 14

- Move to top
- Edit
- Delete

 A Show of Stars | TIME For Kids
<http://www.timeforkids.com/news/show-stars/260541>

Student View

RePost Assignments, Announcements, Questions



You can repost any assignment, announcement or question post from any class onto a new class.

A vertical menu with the following items: 'Reuse post' (with a circular icon), 'Create question' (with a question mark icon), 'ON, AUG 31' (with a vertical ellipsis), 'Create assignment' (with a document icon), 'NOT DONE', and 'Create announcement' (with a speech bubble icon). A purple plus sign icon is at the bottom. A green box highlights the 'Reuse post' option and its icon. A purple box highlights the 'Create assignment' option and its icon. A purple box highlights the plus sign icon.

All classes			
Class	Teachers	Created	
ITL Toolbox June 15, 2015	Wendy Jones, Dawn Altman, Kelly Fitzgerald, E	Apr 24	
My Test Class	Kelly Fitzgerald	Jan 8	SELECT

Select class (from original post)

create new copies of all attachments

Assignment creation form with the following fields: 'Challenges', 'Description of assignment (optional)', 'Due Aug 31', and a Google Docs attachment titled 'Challenge Document Template'. At the bottom, there is a 'Demo Class' dropdown and an 'ASSIGN' button.

My Test Class			
Title	Teacher	Date posted	
Challenges	Kelly Fitzgerald	Jul 19	
Team eportfolio - all get copy	Kelly Fitzgerald	May 9	
Picture	Kelly Fitzgerald	Apr 20	
Demonstrate understanding	Kelly Fitzgerald	Apr 16	
Watch video.	Kelly Fitzgerald	Apr 15	
iBoss video	Kelly Fitzgerald	Jan 27	

Create new copies of all attachments **REUSE**

View Deleted Items

When you view deleted items they will be grayed out in the stream.
You can not recover deleted items.

The screenshot displays a teacher's interface with a purple navigation bar at the top containing 'STREAM', 'STUDENTS', and 'ABOUT'. The 'STREAM' tab is highlighted with a green box. On the left sidebar, there are sections for 'UPCOMING ASSIGNMENTS', 'DUE TODAY', 'STREAM', and 'CLASS CODE'. The 'STREAM' section includes a toggle for 'Show deleted items' which is currently turned off, and this toggle is also highlighted with a green box. A green callout bubble points to this toggle with the text: 'View deleted assignments/posts from the teacher and deleted posts from the students'. The main content area shows a shareable link, a filter for 'Announcement' and 'Assignment', and a list of assignments. The top assignment is 'Read the following Newsela article and come to class with talking points', due on Oct 15, with 0 items done and 1 not done. Below it is a PDF titled 'Higher Minimum Wage 1000L.pdf'. At the bottom, there is a comment section with a profile picture and the text 'Add comment...'.

Teacher View

Access All Student Assignments

The teacher can click on name of the assignment to access the Assignment Page. Here they can look at the student work.

The screenshot shows the teacher interface for an assignment. At the top, there are tabs for 'INSTRUCTIONS' and 'STUDENT WORK', with 'STUDENT WORK' selected. A user profile 'kelly.fitzgerald@leanderisd.org' is visible in the top right. Below the tabs, there is a 'RETURN' button, a mail icon, and a '100 points' indicator. A gear icon in the top right corner is highlighted with a red arrow pointing to a callout box. The main content area is split into two columns. The left column has a 'Done' checkbox and a student profile for 'Edu Cafe' with an 'Add grade' link. A callout box points to this link. The right column shows the assignment title 'Venn Diagram' and a progress summary: '1 DONE' and '0 NOT DONE'. Below this is a filter dropdown set to 'All'. A student card for 'Edu Cafe' is shown with a Venn diagram thumbnail and the text 'Venn Diagram - Edu ... Done late'. A callout box points to this student card. In the bottom right, a callout box contains two options: 'Download assignment grades' and 'Download all grades'.

Change point value

RETURN

100 points

INSTRUCTIONS

STUDENT WORK

kelly.fitzgerald@leanderisd.org

Done

Edu Cafe

Add grade

Assign grade

Venn Diagram

1 DONE

0 NOT DONE

All

Edu Cafe

Venn Diagram - Edu ...

Done late

Download assignment grades

Download all grades

Teacher View

Teacher Assignment Page

Teachers can access every assignment for every class from the teacher assignment page.

Teacher View

The screenshot shows the Teacher Assignment Page interface. A top navigation bar includes a home icon, a 'Home' link, and a 'Teaching' section with an 'Assignments' link highlighted by a green box. A left sidebar lists class options: 'All classes', 'My Test Class', 'Lib Training', 'HMS Training', 'Classroom Webinar', 'Student View', and 'Demo Class'. The main content area is titled 'Assignments' and features a filter for 'All classes' and two tabs: 'NOT REVIEWED' and 'REVIEWED'. A table lists assignments with columns for assignment name, class, and completion status. A 'Mark as reviewed' button is located at the bottom right.

Assignment Name	Class	Not Reviewed	Reviewed
HMS Google Classroom Training Agenda Student View — due Jan 9	All classes	0 DONE	15 NOT DONE
#007 HMS 4th Period Student View — due Jan 8	All classes	6 DONE	9 NOT DONE
#006 Ideas for Google Classroom as Homebase Student View — due Jan 8	All classes	11 DONE	4 NOT DONE
#007 HMS 3rd Period Student View — due Jan 8	All classes	5 DONE	10 NOT DONE
#009 - Write a paragraph on what you are thankful for Demo Class — due Nov 28, 2014	All classes	0 DONE	1 NOT DONE
#006 Collaborative Notes Demo Class — due Nov 14, 2014	All classes	0 DONE	1 NOT DONE
Google Classroom Tutorials HMS Training — due Oct 30, 2014	All classes		

Callouts:

- Home icon and Assignments link in the top navigation bar.
- Assignments link in the left sidebar.
- Assignments tab in the main header.
- NOT REVIEWED and REVIEWED tabs.
- Name of assignment (points to the assignment name column).
- Name of class (points to the class name column).
- Give each class a different theme for quick color recognition (points to the class name column).
- See assignments you have marked as reviewed (points to the REVIEWED tab).
- Mark as reviewed button (points to the button at the bottom right).

Grade Assignments

Assign grade on the Assignment Status Page.

← INSTRUCTIONS **STUDENT WORK** kelly.fitzgerald@leanderisd.org

RETURN 100 points

Done

Edu Cafe Add grade

Assign grade

Venn Diagram

1 0
DONE NOT DONE

All

Edu Cafe

Venn Diagram - Edu ...
Done late

All
Done
Not done

Teacher View

The teacher must return the assignment back to the student for them to see their grade.

The teacher gets editing rights to the file when the student turns in the assignment. Once the teacher returns the assignment the rights switch from editing to commenting.

Assignment Submissions

Click on the title of the assignment to see assignment status of each student.

The screenshot shows a teacher's view of assignment submissions. At the top, there are tabs for 'INSTRUCTIONS' and 'STUDENT WORK', with 'STUDENT WORK' highlighted in a green box. The user's email 'kelly.fitzgerald@leanderisd.org' is visible in the top right. Below the tabs, there is a 'RETURN' button, an envelope icon, and '100 points' with a dropdown arrow. A settings gear icon is in the top right corner. The main content area is split into two panels. The left panel shows a list of students with checkboxes and a profile icon for 'Edu Cafe'. The right panel shows the assignment title 'Venn Diagram' and submission counts: '1 DONE' and '0 NOT DONE'. Below these counts is a filter dropdown menu currently set to 'All'. A red arrow points from this dropdown to a yellow-bordered box containing three options: 'All', 'Done', and 'Not done'. A green callout box with a pointer to the dropdown contains the text: 'Switch between all students, those done and those not done'. Below the filter menu, a submission card for 'Edu Cafe' is shown, featuring a Venn diagram icon and the text 'Venn Diagram - Edu ... Done late'.

Teacher View

Student Assignment Page

Students can access every assignment for every class from the student assignment page.

Student View



A screenshot of the 'Assignments' page. The page has a dark header with 'Assignments' and two tabs: 'TO-DO' and 'DONE'. Below the header, there is a list of assignments. A red arrow points from the 'All classes' dropdown menu on the left to the 'All classes' dropdown on the page. Green callout boxes highlight specific elements: 'View assignments that still need to be completed' points to the 'TO-DO' tab; 'See finished assignments' points to the 'DONE' tab; 'Name of assignment' points to the title of an assignment; 'Name of class' points to the class name; and 'Due date' points to the due date.

Assignment Name	Class	Due Date
Introduction Paragraph	Demo Class	due Jul 7, 2014, 11:00 AM
Book + Song= Mash-up	Fourth grade	due Sep 16, 2014
#007 Demonstrate Understanding	Demo Class	due Oct 13, 2014
#008 - Read the following Newsela article and come to class with talking points	Demo Class	due Oct 20, 2014
#006 Collaborative Notes	Demo Class	due Nov 14, 2014

Submit an Assignment

The student can click on the assignment name from the class stream or the assignment sidebar to submit work.

The screenshot shows a student's view of an assignment submission page. At the top, there is a text-based assignment description. Below it, a list of submitted files is shown, including a PNG image and a Google Slides presentation. A sidebar on the left contains icons for Google Drive, Link, File, Create, Docs, Slides, Sheets, and Drawings. A red arrow points from the 'Docs' icon to the 'Add' button. A 'TURN IN' button is located at the bottom right. Annotations include a red 'Student View' label, a green callout box stating 'Work assigned by teacher', and another green callout box explaining the 'Add' button's function.

Using this ocean map (<http://goo.gl/wBt6Rr>), swim through the ocean and discover the world around you. Choose two different locations (red circles) from around the world. Complete the attached Venn Diagram comparing and contrasting the two locations. Write a summary of your findings. Turn in the assignment when you are complete. Remember to share at least one integration idea in the comment section for this assignment.

Turn in Assignment.PNG
Image

Oceans - Street View - Google Maps
<http://goo.gl/wBt6Rr>

Student View

Your work NOT DONE

Files you add or create can be viewed and edited by your teacher

Venn Diagram Template - Edu Cafe
Google Slides

Add

Create a new Google file to attach to the assignment or add existing file from Drive, computer or via link

TURN IN

The student will lose editing rights to the Drive file once the assignment is turned in. They have the option to unsubmit the assignment to obtain editing rights again.

Mark Assignment as Done

Sometimes assignments do not require students to turn in work. Use the 'Mark as Done' button on the assignment page to show you have completed the task.

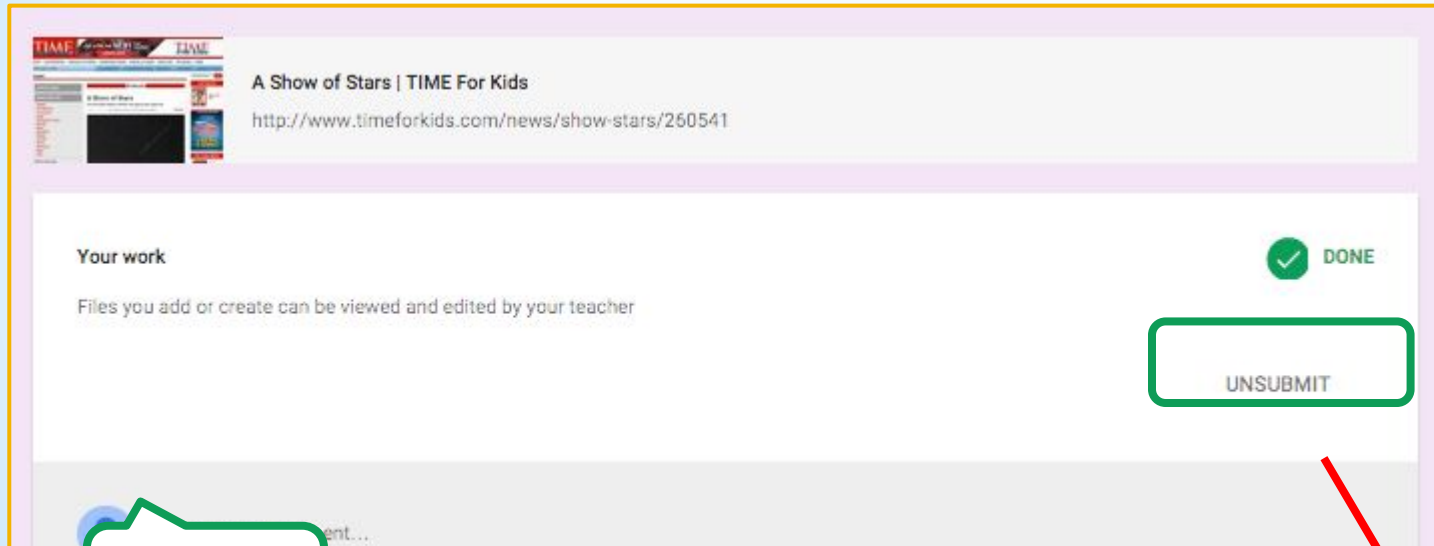
The screenshot shows a student's assignment page. At the top, there is a header with a 'TIME' logo and the text 'A Show of Stars | TIME For Kids' and the URL 'http://www.timeforkids.com/news/show-stars/260541'. Below this, the page is titled 'Your work' and 'NOT DONE'. A message states 'Files you add or create can be viewed and edited by your teacher'. There is an 'Add' button with a dropdown arrow. A green speech bubble points to the 'Add' button with the text 'Leave a note to the teacher regarding assignment'. To the right, there is a blue button labeled 'MARK AS DONE'. A red arrow points from this button to a confirmation dialog box. The dialog box is titled 'Mark as done?' and contains the text 'You didn't attach work for "Read the following article and come to class with talking points.", so your teacher will just see it's done.' At the bottom of the dialog, there are two buttons: 'CANCEL' and 'MARK AS DONE'.

Teachers/Students will receive an email when a note is left.

Student View

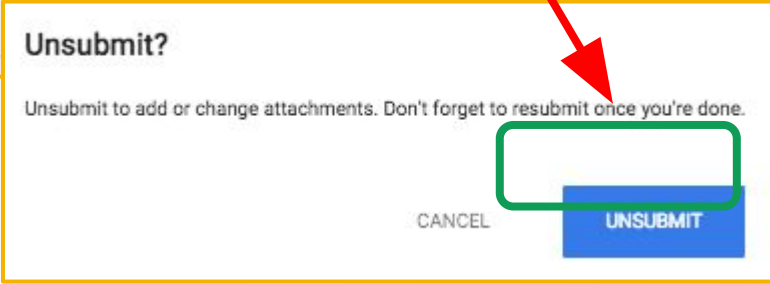
Unsubmit an Assignment

Students can unsubmit an assignment that they have already turned in. They access this feature on the assignment page.



The screenshot shows a student's assignment page. At the top, there is a header with the TIME logo and the text "A Show of Stars | TIME For Kids" and the URL "http://www.timeforkids.com/news/show-stars/260541". Below the header, the page is titled "Your work" and includes a green checkmark icon with the word "DONE" next to it. A message states "Files you add or create can be viewed and edited by your teacher". A prominent "UNSUBMIT" button is visible on the right side of the page.

add note for teacher



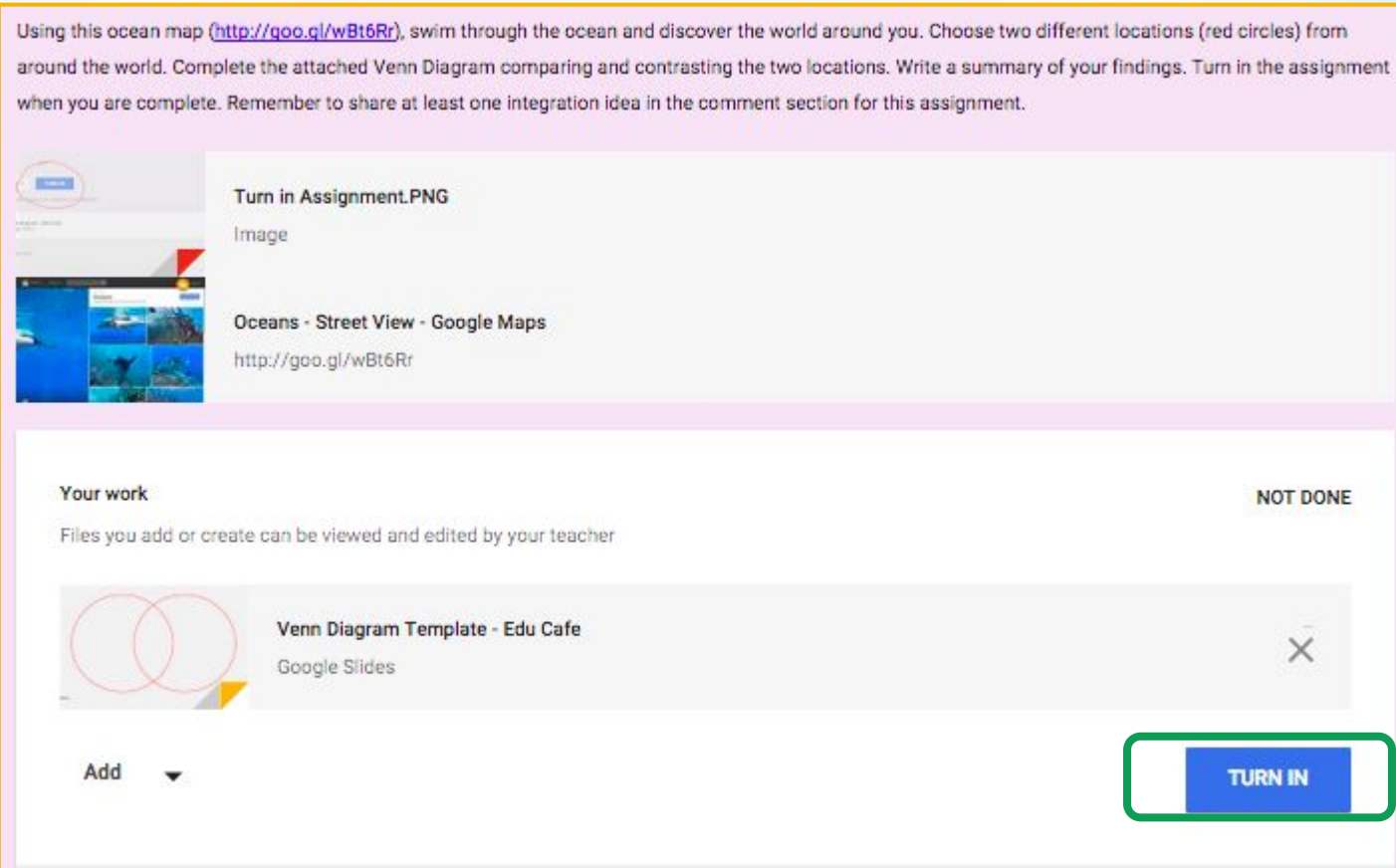
The dialog box is titled "Unsubmit?". It contains the text "Unsubmit to add or change attachments. Don't forget to resubmit once you're done." At the bottom, there are two buttons: "CANCEL" and "UNSUBMIT". A red arrow points from the "UNSUBMIT" button in the main assignment page to the "UNSUBMIT" button in this dialog box.

Student View

Resubmit an Assignment

After students have unsubmitted an assignment they can resubmit once changes have been made by selecting 'Turn in' again.

Using this ocean map (<http://goo.gl/wBt6Rr>), swim through the ocean and discover the world around you. Choose two different locations (red circles) from around the world. Complete the attached Venn Diagram comparing and contrasting the two locations. Write a summary of your findings. Turn in the assignment when you are complete. Remember to share at least one integration idea in the comment section for this assignment.



Turn in Assignment.PNG
Image

Oceans - Street View - Google Maps
<http://goo.gl/wBt6Rr>

Your work NOT DONE

Files you add or create can be viewed and edited by your teacher

Venn Diagram Template - Edu Cafe
Google Slides

Add ▼

TURN IN

Student View

Assignment Alerts

The class stream will notify students when work is about to be due or overdue.

ASSIGNMENT Jul 1

Finding Images to Use Online

There are billions of images online and finding the right one can be difficult. Watch the attached video and tell me 4-6 things that you learned.

DUE: TOMORROW

OPEN

Shows alert on Class homepage stream for assignments about to be due and those overdue

ASSIGNMENTS VIEW ALL

Due Tomorrow

- Introduction Paragraph
- Finding Images to Use Online

Shows an alert on sidebar for assignments about to be due

DUE: JUL 3

OPEN

o and tell me 4-6

denotes assignment has been turned in

LATE

OPEN

denotes assignment is late

Student View

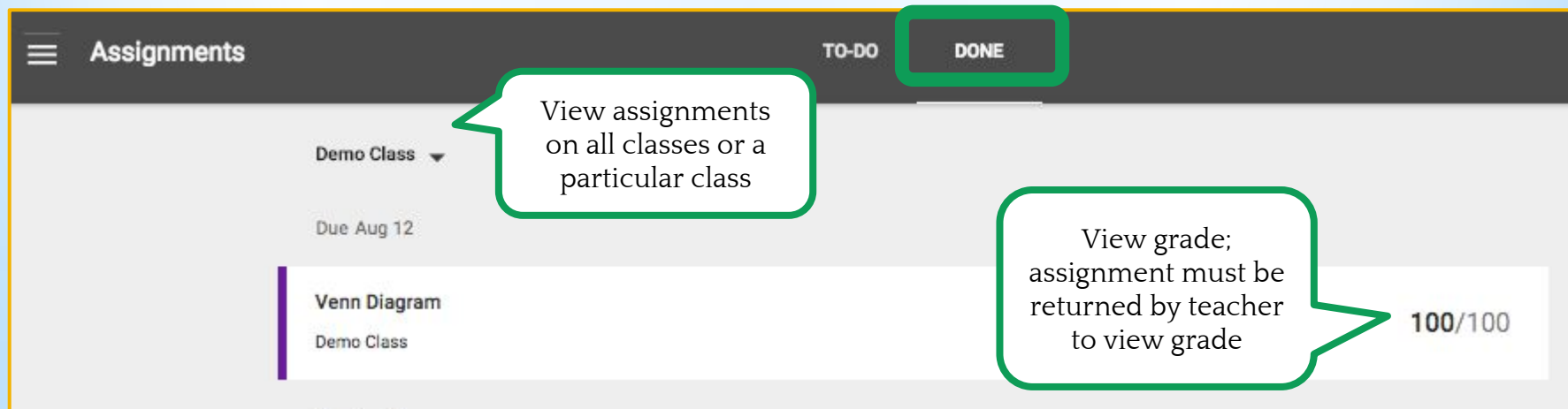
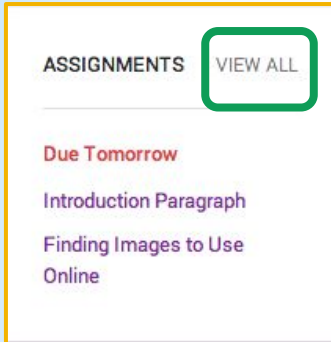
View Assignments to be Done

The students can click on the 'View All' link in the Assignments section on the sidebar to gain access to all unsubmitted assignments.

The screenshot shows a user interface for viewing assignments. At the top, there is a dark header with a hamburger menu icon, the word "Assignments", and two tabs: "TO-DO" (highlighted with a green box) and "DONE". Below the header, there is a sidebar on the left with a yellow border. It contains the text "ASSIGNMENTS" and a "VIEW ALL" button (highlighted with a green box). Underneath, there is a section titled "Due Tomorrow" with three links: "Introduction Paragraph", "Finding Images to Use Online", and another link. The main content area has a dropdown menu set to "Demo Class" (with a callout bubble saying "View assignments on all classes or a particular class") and a "Late" filter. The assignments are listed in a white box with a purple vertical bar on the left. The first section is "Due Tomorrow" and contains three items: "#007 Demonstrate Understanding" (due Oct 13, 2014), "#008 - Read the following Newsela article and come to class with talking points" (due Oct 20, 2014), and "#006 Collaborative Notes" (due Nov 14, 2014). The second section is "Due Tomorrow" and contains two items: "Read the following article and come to class with talking points." (due Tomorrow) and "Scuba Diving Around the World" (due Tomorrow). A red "Student View" label is positioned in the bottom right corner of the screenshot.

View Graded Assignments

The students can click on the 'View All' link in the Assignments section on the sidebar to gain access to all submitted assignments.



Student View

Sort Students by First or Last Name

Teachers have the ability to sort students by first or last name to make grading easier.

The screenshot shows a teacher's interface for an assignment titled "#005 Math Assignment" with a due date of "DUE SEP 17". At the top, there are action buttons: "RETURN", "EMAIL", "FOLDER", and "DOWNLOAD". Below these is a table of students. A dropdown menu labeled "Students" is open, showing options to "Sort by First name" and "Sort by Last name". A callout box points to these options with the text "Choose sorting type". The table columns are "Status", "Grade", and "Points".

	Status	Grade	Points
<input type="checkbox"/>		1/1	1
<input type="checkbox"/>		No Grade	
<input type="checkbox"/>	RETURNED	1/1	

Teacher View

Export Grades

The teacher can export grades to upload into district's gradebook. You can download grades for individual assignments or all assignment grades.

Click on an assignment name to access this feature.

← INSTRUCTIONS **STUDENT WORK** kelly.fitzgerald@leanderisd.org ▾

RETURN 100 points ▾

Done

Edu Cafe Add grade

Venn Diagram

1 0
DONE NOT DONE

All ▾

Edu Cafe

Venn Diagram - Edu ...
Done late

Teacher View

Download assignment grades

Download all grades

Drive Folder(s)

Classroom automatically creates a folder for each assignment you create.

The screenshot shows the Google Drive interface. The left sidebar displays a folder hierarchy: My Drive > Classroom > Training Class > Finding Images to Use Online. The main area shows the contents of the 'Finding Images to Use Online' folder, including a file named 'Finding Images to Use Online - V...' which is shared. Two callouts point to the folder structure: one points to the 'Classroom' folder and its subfolders, stating 'Folders for each class'; the other points to the 'Finding Images to Use Online' folder, stating 'Folders for each assignment'. A third callout points to the file in the main area, stating 'Students who have started the assignment will have files in the assignment folder; If no file exists for a student they have not opened the shared file or created an assignment file'.

Drive

My Drive > Classroom > Training Class > Finding Images to Use Online

CREATE

My Drive

- Campus Notes
- Citable
- Classroom
 - Demo Class
 - Introduction
 - Introduction Paragraph
 - Training Class
 - Finding Images to Use Online**
 - Introduction Paragraph
 - Templates - DO NOT EDIT

Finding Images to Use Online

TITLE	OWNER	LAST MODIFIED
<input type="checkbox"/> <input type="checkbox"/> ☆ Finding Images to Use Online - V... Shared	Vi...	Jul 1 vi...

Folders for each class

Folders for each assignment

Students who have started the assignment will have files in the assignment folder; If no file exists for a student they have not opened the shared file or created an assignment file

Teacher View

Drive Folder(s)

CLASSroom automatically creates a folder for each class the student is enrolled.

The screenshot shows the Google Drive interface. At the top, the word "Drive" is on the left, and "Training Class" is in the center. On the right, there are icons for sharing, info, list view, grid view, and settings. Below this, the breadcrumb "My Drive > Classroom > Training Class" is visible. On the left side, there are "CREATE" and "upload" buttons. Under "My Drive", a "Classroom" folder is expanded, showing "Demo Class" and "Training Class" sub-folders. A callout box points to this structure with the text "Folders for each class". In the main content area, a document titled "Finding Images to Use Online - V..." is shown with a "Shared" status. A callout box points to this document with the text "Class assignments". The document's owner is listed as "me" and it was last modified on "Jul 1 me".

Student View

Archive Classes

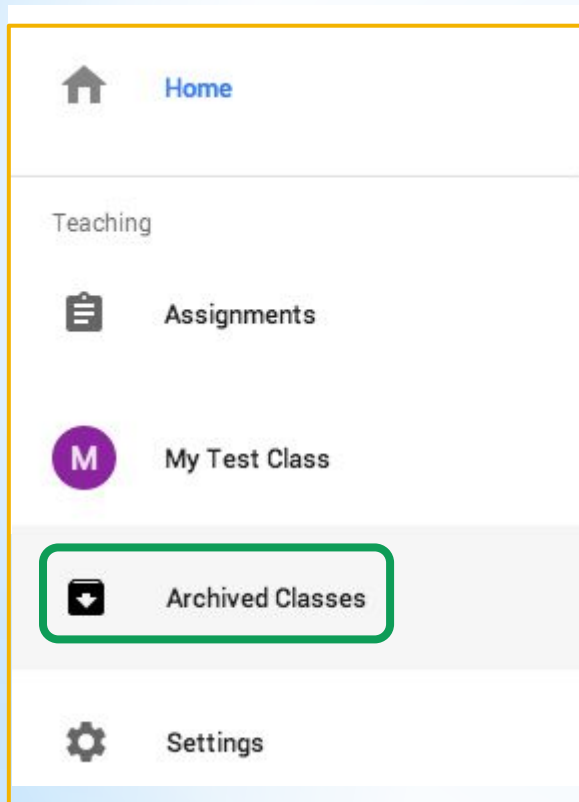
Archive a class once it has finished. Students can view archived classes, but can not make any changes or turn in any assignments. This does not affect the student's ability to access class files in Drive.

The screenshot displays the Google Classroom interface for a class named "Demo Class". The class header shows "1 student" and a section for "UPCOMING ASSIGNMENTS" with "No assignments". A three-dot menu icon is highlighted with a green box. A context menu is open, showing "Rename" and "Archive" options, with "Archive" highlighted by a green box. A dialog box titled "Archive class?" is open, containing the text: "You and your students won't be able to make changes. You can view this class in 'Archived Classes' in the Classroom menu and can find all class files in Drive." At the bottom of the dialog, there are "CANCEL" and "ARCHIVE" buttons, with "ARCHIVE" highlighted by a green box.

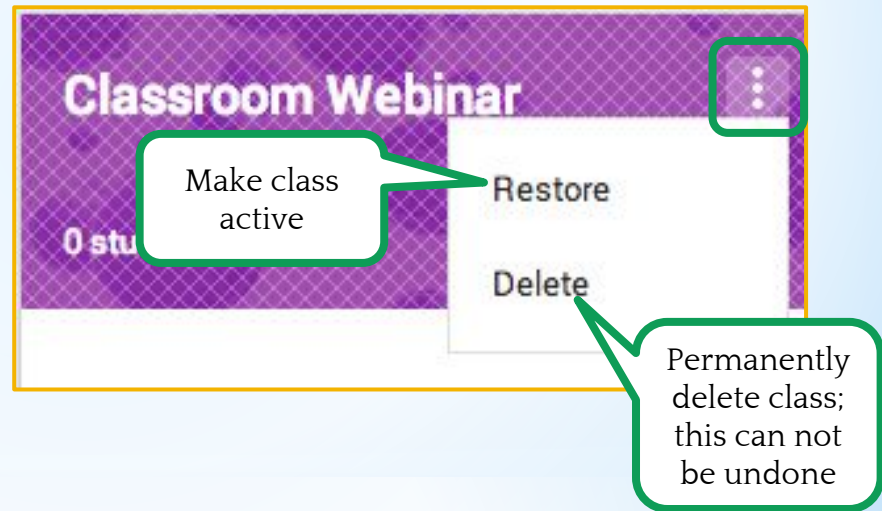
Teacher View

Access an Archived Class

Teachers and Students can view archived classes, but can not make any changes.



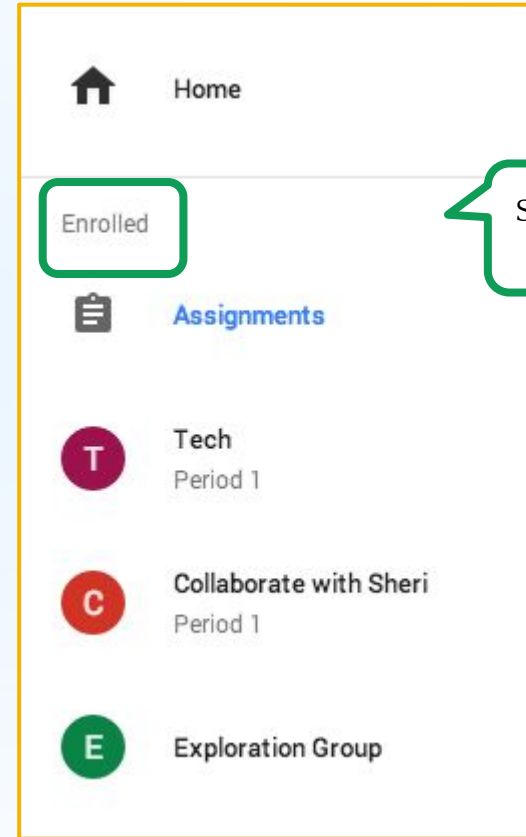
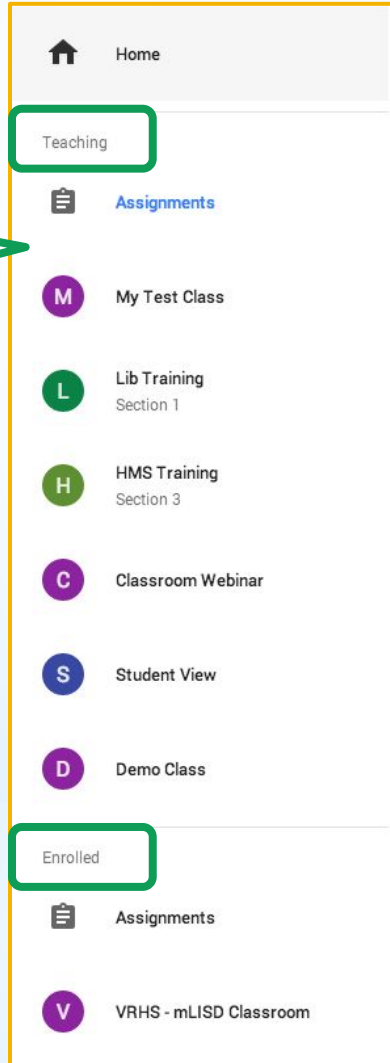
Teachers Only



Teacher View

Switch Classes

You can easily switch between classes.



Teacher & Student View

Need Ideas?

Visit my website: [www.TechTips411.
weebly.com](http://www.TechTips411.weebly.com)

Click on the [Quicksheets & Tutorial Tab
for Google Classroom](#)
resource for suggestions.

TECH TIPS 411

Google Classroom



Jennifer Hall, NBCT

Modified Version
of
Kelly Fitzgerald's
Getting to Know Google Classroom



[@apsitjen](https://twitter.com/apsitjen)